

Citizenship and Identity Declaration Form

WHEN is the Citizenship & Identity Declaration form needed?

When citizens applying for Medicaid do not have documentation of their Citizenship or Identity, they can complete the declaration form and receive Medicaid while the department helps them provide documentation.

WHAT sections must be completed on the declaration form to be acceptable?

1

To Obtain Out of State Birth Certificate:

The declaration must be signed and dated by:

- Any client 18 years of age or older who needs an out of state birth certificate
- The parent or guardian of any children age 17 or younger; or
- A child under age 18 not living with parents and applying on their own.

The declaration must be completed listing each client that needs a birth certificate with the information below. If any information is unknown enter the word "unknown" in the section.

- ☐ **Name at birth** must be the full name as it reads on their birth certificate (including full middle name).
- ☐ **Date of birth** (month/day/year).
- ☐ **Place of birth** (state, county and city).
- ☐ **Father's name and Mother's maiden name.** All names must include full middle name. If the father or mother is unknown to the client enter "unknown" for the entire name.
- ☐ **Proof of citizenship is not available because ...** –
(Example: Never had a birth certificate or birth certificate was lost). If the family has a birth certificate at home the department can avoid paying the cost of requesting another birth certificate.

**FOR ANY
QUESTIONS,
please call
1-800-562-3022
& ask for the
CITIZENSHIP
CENTRAL
UNIT.**

2

To Verify Identity:

Any child age 17 or younger who does not have a picture ID can do one of the following to verify identity:

- Use the application or eligibility review form with the city/state of birth section completed for each child; or
- Use the declaration form with the following sections completed:
 - ☐ **Declaration must be signed and dated** by the parent or guardian (unless the child is living on their own).
 - ☐ **Name at birth**
 - ☐ **Date of birth** (month/day/year).
 - ☐ **Place of birth** (state, county & city).